



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: RELOCATION REIMBURSEMENT	Policy Number: E-6	Page Number: 14 of 32
	Date Adopted: 5/9/2006	Date Revised: 9/18/2007

BACKGROUND/PURPOSE

Recent recruitment activity has highlighted the need to offer additional incentives to those classifications designated as “hard to fill” in accordance with this policy. ~~The Relocation Reimbursement~~ reimbursement Program programs is-are commonly used in the recruitment industry to attract experienced candidates in ~~a~~ labor markets where a shortage ~~for~~ of qualified candidates exists.

POLICY

~~The~~ This policy is intended to improve the County of El Dorado’s ability to successfully recruit well-qualified candidates by providing for reimbursement of moving expenses in an amount not to exceed \$5,000 for classifications designated as “hard to fill.” ~~—~~ Candidates for those recruitments designated as hard to fill by the Chief Administrative Officer (CAO) will be eligible for ~~the~~ reimbursement of relocation expenses as provided in the policy. Reimbursement will ~~only~~ be made only for relocations that are over 100 miles from the assigned work location using the shortest ~~of the more~~ commonly traveled routes. Expenses may include but are not limited to personal transportation and moving expenses for ~~actual~~ household goods. Receipts must be provided for reimbursement and are subject to review.

The Board of Supervisors may consider exceptions to this policy on a case-by-case basis due to special circumstances.

PROCEDURES

1. For appointments made by a Department Head: Prior to appointment, the Department Head shall make a request to the CAO in writing for approval of a relocation reimbursement under this policy in writing to the CAO. Such ~~The~~ request shall state the reasons for the request and the benefits to be realized by the County. An agreement in the form of a County Counsel approved Promissory Note shall be signed by the prospective employee ~~stating that they shall~~ obligating the employee to repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.

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~~County. An agreement in the form of a County Counsel approved Promissory Note shall be signed by the prospective employee stating that they shall repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.~~

2. For a Appointments by the Board of Supervisors: Board appointees shall complete an agreement in the form of a County Counsel approved Promissory Note stating that they shall obligate the employee to repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.

~~Board appointees shall complete an agreement in the form of a County Counsel approved Promissory Note stating that they shall repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.~~

In order for the CAO to designate a position as "hard to fill," a r ~~Recruitment~~ s-designated as hard to fill must have been advertised in at least ~~seven~~ five or more venues approved by the Human Resources Department. In addition, the Human Resources Department must establish that and one or more of the following conditions pertains to the recruitment:

- Two or more failed recruitments have occurred for that classification (*i.e.*, less than five qualified ~~applicants~~ applications were received).
- ~~An~~ For an open until filled recruitment, the Human Resources Department has received less than three qualified ~~applicants~~ applications per month for at least three consecutive months.
- A recruitment for a classification was open for at least three months without receiving applications from at least five ~~or more~~ qualified applicants.
- The classification is considered critical to the operation of a program or facility (*e.g.* a minimum ~~of~~ legally mandated staffing levels are not being maintained, there is a strong possibility that loss of grant funding will occur, or there is a risk that closure of programs or facilities will occur).
- The Department has experienced a 25% or higher vacancy rate for six or more months for a classification with multiple allocated positions (excluding new allocations).
- The Department has unsuccessfully explored alternate means of accomplishing the work.



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- At least 75% of ~~the~~ applicants for a classification ~~have not met~~ do not meet the minimum qualifications established for the class.

REFERENCES None

RESPONSIBLE DEPARTMENT Human Resources
Chief Administrative Office

<u>DATES ISSUED AND REVISED</u>	<u>SUNSET DATES</u>
<u>5/9/2006</u>	<u>None</u>
<u>9/18/2007</u>	<u>None</u>
<u>XX/XX/2013</u>	<u>November 30, 2017</u>

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